

## SFSU CAMPUS RECREATION

# NOW HIRING

Student Manager for Special Events

**APPLICATION DEADLINE:  
OPEN UNTIL FILLED**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application..

Qualtrics - Common Application

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
M/SV\\_3N47J30AEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J30AEH4XELX)**



# STUDENT MANAGER FOR SPECIAL EVENTS

\$14.00/HOUR

10-15 HOURS/WEEK

## PURPOSE

The main responsibility of the Student Manager for Special Events is to help oversee the planning, coordination, and staffing of special events hosted by Campus Recreation under the supervision of a full-time staff professional. Special events may include but are not limited to the Costume Dodgeball Tournament and F6 programming in the fall, 5K Walk, Run, & Roll in the spring, and other duties as assigned. This person also helps provide overall development and promotion of the programs, and contributes to the overall goals of the Campus Recreation Department.

## DUTIES AND RESPONSIBILITIES

- Lead the planning and coordination, as well as marketing and promotion of special events being coordinated by the Campus Recreation Department.
- Educate participants and staff on safe participation in special event programming, and enforce program policies and procedures.
- Assist in the hiring, scheduling, training, supervision, and leadership mentoring of a qualified and quality event Staff and volunteers.
- Review timesheets and provide payroll back up information.
- Organize and conduct staff meetings and staff trainings with event staff or other personnel.
- Train staff and volunteers on all current responsibilities and expectations specific to our department/campus.
- Maintain inventory of the equipment and report when supplies are running low or when equipment needs repair or replacement.
- Disseminate information about Campus Recreation programs, including hours, rules, proper equipment usage, and safety.
- Seek feedback for improvement of the events from participants and staff, and provide recommendations for changes that will result in a better or safer experience for all participants.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Collaborate with other department and campus entities to maximize safe, efficient, and proper usage of SF State Facilities for Campus Rec programming (eg, Facilities, Intramurals, Sport Clubs, Fitness, Aquatics, Reservations, Kinesiology, Athletics).
- Maintain current knowledge of all Campus Recreation programs and participate in the planning and implementation of additional Campus Rec programs and activities as needed.
- Attend weekly Management Team Meetings, as well as Student Manager Leadership Retreats, and other trainings and meetings as necessary.

## QUALIFICATIONS

- Previous leadership, coordination or management experience is required.
- Must be First Aid, CPR, & AED Certified within a reasonable time from the first day of hire.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.